

<b>VESSEL</b>	<b>S.S.</b>	<b>EL FARO</b>	<b>QUARTER</b>	<b>1 ST</b>	<b>YEAR</b>	<b>2015</b>	<b>DEPT.</b>	<b>STEWARD</b>
---------------	-------------	----------------	----------------	-------------	-------------	-------------	--------------	----------------

[illegible]

(\*\*OR PERSON IN CHARGE OF THE VESSEL)

VESSEL	S.S.	EL FARO	QUARTER	2ND	YEAR	2015	DEPT.	DECK
--------	------	---------	---------	-----	------	------	-------	------

[illegible]

Dept. Head (Print / Sign): Veena S. [Signature]

\_\_\_\_\_

**TOTE SERVICES INC.**  
**INDOCTRINATION GUIDELINES**  
**(NON-CREWMEMBERS / CONTRACTORS)**

Upon joining the vessel as an embarked guest, rider or contractor (including those contractors on board to perform work at the berth), each guest, rider or contractor must complete an indoctrination/orientation session with an officer designated by the Master (or person in charge of the vessel). The topics to be covered are listed below. Guests and riders shall receive personal instruction from an officer appointed by the Master as soon as possible after joining the vessel, but in all cases before starting any work on board.

This indoctrination is not intended to cover every aspect of the non-crewmembers responsibilities, but rather is to give enough information to non-crewmembers so that they can perform duties related to safety emergencies and in the case of contractors start work.

Upon completion of the indoctrination, the non-crewmember/contractor supervisor shall sign the "Non-Crewmember Indoctrination Log Sheet" [ADM-038] in the log book set up for this purpose. The person guiding the non-crewmember/contractor shall also sign the log book.

**FOR ON BOARD CONTRACTORS:**

Contractors on board to perform work at the berth shall not commence work until the supervisor has completed this orientation with the appointed officer (usually the C/E) and signed the log sheet. The supervisor will be held completely responsible for the actions of his/her employees while they are on board.

The appointed officer (usually the C/E) shall review the work area with supervisor prior to the start of work. The operation of all machinery on board by non-crew members is restricted until the appointed officer has checked out the non-crewmember on the practices and safety procedures applicable to that piece of machinery.

The On-board Safety Committee shall add vessel specific items to the form below to suit their particular operation.

Topics to be covered include:

**ALL: NON CREWMEMBERS /  
RIDERS / CONTRCTORS**

- ☐ Emergency Alarm; Locations, Procedures
- ☐ Emergency Escape Routes
- ☐ Emergency Muster Locations
- ☐ Locating & Donning Lifejackets / Survival Suits
- ☐ Locations - Emergency Locker & SCBA's
- ☐ Location - Hospital
- ☐ Photography Restrictions - Master's Policy
- ☐ Policies (PPE/Footwear, Safety, Drug & Alcohol)
- ☐ Portable Fire Extinguisher Use
- ☐ *Security Level* (Prevailing) Procedures
- ☐ Telephone System
- ☐ Waste Disposal Procedures
- ☐ Work & Meal Hours
- ☐

**ALL: RIDERS / CONTRCTORS**

- ☐ Accidents/injuries & near misses to be reported immediately to a vessel representative.
- ☐ Consequences of Violating Policies
- ☐ Enclosed Space Entry
- ☐ Hazmat Handling: Storage / Disposal
- ☐ Hot Work Procedures & Fire Watch
- ☐ Lock-out / Tag-out
- ☐ Machinery Operating Restrictions
- ☐ Responsibility for Employees
- ☐ Review of the Work Area
- ☐ Taking Immediate Action Before Raising the Alarm (Master's Policy)
- ☐ JHA Cooperation as per OMV 3.4.1
- ☐
- ☐